

14 AUG 1981

MEMORANDUM FOR: Executive Officer to the DDA

FROM:

[REDACTED]

Deputy Director of Information Services

STAT

SUBJECT: DDA Office Directors Conference

REFERENCE: Your multiple addressee memorandum dated
11 August 1981; Same Subject (DDA 81-1688)

1. Last year at the DDA Office Directors Conference, [REDACTED] gave a presentation on the MI Career Sub-Group. It might be worthwhile at this year's conference to set aside about 30 minutes in which I would make a presentation to the group on the progress that has been made in setting up the new MI Career Sub-Group, our accomplishments to date, the problems that we have experienced, and our plans for the future. The MI Career Sub-Group is now fully operational and it would be of general interest to senior DDA management to receive an update on events in this area since the last conference.

STAT

2. Let me know if you agree with the above and if you plan to put it on the agenda so I can prepare some notes.

[REDACTED]

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DDIS [REDACTED]:mes (14 Aug 1981)

Distribution:

- Original - Addressee
- 1 - DIS Subject w/reference (O&M 6-7)
- 1 - DIS Chrono

ROUTING AND TRANSMITTAL SLIP

Date
12 AUG 1981TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. [redacted]

[initials] 8/13

2. DDIS

[initials] 13 Aug 1981

3. DIS

4. DDIS

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS DEADLINE FOR TOPICS: 17 AUGUST 1981

Since the conference isn't until October 1st I am amazed at the deadlines that have been set. We only have two days to suggest agenda items!

AE — you might suggest a follow-up to my MIA speech last year + describe

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room/No.—Bldg.

accomplishments, problems, plans, etc

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)**FROM:**EO/DDA
7D-18 Hqs.**EXTENSION****NO.****DATE**

11 AUG 1981

STAT

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. AD/Information Services
1206 Ames Bldg.

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~~CONFIDENTIAL~~

81-771

DD/A 81-1688

11 AUG 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Acting Director of Information Services
Acting Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Information Handling Systems Architect
Acting Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA

FROM:

Executive Officer to the DDA

25X1

SUBJECT:

Directorate of Administration Office Directors
Conference

25X1

1. As you are aware, the Directorate of Administration Office Directors Conference is scheduled to be held at the 1-3 October 1981. Our current plans are to depart for on 1 October during the afternoon and to close out the conference at 1200 hours, 3 October.

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2. Since we have to have our agenda firmed up by the first week of September, it is requested that you forward suggested topics to me by 17 August. Topics addressed at the last two conferences include:

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3. In addition to your suggested topics (and speakers), I welcome any other recommendations you may have regarding the conference. Thanks for your cooperation.

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